

## 7. Davao del Norte Hospital Admission Services

The admission service caters clients that needs immediate medical attention/ intervention. Clients avail admission service based on the doctor's recommendations. Patients that are frequently admitted are those from indigent or marginalized sector that avails hospital services without the pressure or hustle of hospital payments.

<b>Office or Division:</b>	Admission to Ward ( <i>Upon notice of admission</i> )			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client (G2C)			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice of Admission (1 Original copy)		1. Out Patient Department (OPD) clerk/ Emergency Room (ER) division		
2. Doctor's order (1 Original copy)		2. OPD Doctor/ER Division		
3. Diagnostic results if there any (1 Original copy)		3. Health Center		
4. Patient Charts (1 photo copy)		4. Nurse on duty		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for Room Assignment and further instructions	1.1. Prepares bed assignment, individual patient's supplies and materials needed based on the information from the admitting unit.  1.2. Prepares patient's unit (bed, bed,	None	5 minutes	<i>Nursing Attendant</i>  PEEDO-DDN Hospital

	tags, bedside table, etc.;			
2. Proceed to the room assignment with the Nursing Attendant	<p>2.1. Guide patient to room assign;</p> <p>2.2. Updates Ward Directory.</p> <p>2.3. Prepares diet list and forwards it to the dietary service.</p>	none	2 minutes	<p><i>Nursing Attendant</i></p> <p>PEEDO-DDN Hospital</p>
3. Wait for the round of the nurse on duty	<p>3.1. Conduct rounds on new patient admission and give instructions;</p> <p>3.2. Informs doctor-on- duty of new admissions</p>	none	1 minutes	<p><i>Nurse on Duty</i></p> <p>PEEDO-DDN Hospital</p>
4. Wait for the round of the doctor receive medical examination and further instructions	<p>Examines and further evaluates newly admitted patient.</p> <p>1.1. Gives further orders, if necessary, and makes</p>	none	15 minutes	<p><i>Medical officer</i></p> <p>PEEDO-DDN Hospital</p>

	<p>notes in the patient's record.</p> <p>1.2. Provide request for special procedures, if necessary.</p>			
	<b>Conduct of Doctor's Round Daily</b>			
<p>1. Wait for the rounds of the ward assign doctor and receive continuous medication and instructions</p>	<p>1.1. Performs regular/daily ward rounds with the medical and nursing staff;</p> <p>1.2. Interprets results of diagnostic procedures, writes orders and progress notes;</p> <p>1.3. Refers patient to consultant, if necessary.</p> <p>1.4. Endorses all admitted patients to the incoming physician on</p>	<p>none</p>	<p>5 – 10 minutes</p>	<p><i>Medical Officer</i> PEEDO-DDN Hospital</p>

	24-hour duty  1.5. Recommend patient			
2. Wait for the Ward Nurse instructions after the rounds of the doctor	2.1. Carries out doctor's order for continuous medications, for further diagnostic examinations, referral or discharges and inform the Nursing Attendant	none	3-5 minutes	<i>Ward Nurse</i> PEEDO-DDN Hospital
3. Wait for the instruction of the Nursing Attendant and if  3.A. For laboratory or x-ray proceed to Laboratory Unit or x-ray unit and bring the duly filled up request form.	3.1. Review the diagnostic request;  3.2. Issue charge slip for payment;  3.3. Assist the patient to laboratory of x-ray unit;  3.4. Give further instructions	Fees depend on billing statement	5 minutes	<i>Nursing Attendant</i> PEEDO-DDN Hospital
4. If for referral wait for instruction of the Nursing Attendant and	4.1. Review request where	Fees		

<p>prepare your belongings</p>	<p>to refer;</p> <p>4.2. Coordinate ambulance driver for the conduct of referral;</p> <p>4.3. Give instruction to the patient and the ambulance driver</p>	<p>depend on billing statement</p>	<p>5-10 minutes</p>	<p><i>Nursing Attendant</i> PEEDO-DDN Hospital</p>
<p>5. If the patient is for discharge wait for the billing statement and process payment and secure official Receipt to be presented to the Ward Nurse. Further if the patient is indigent proceed to Malasakit Center for funding assistance</p>	<p>5.1. Inform the Billing Unit;</p> <p>5.2. Facilitate the process of the billing;</p> <p>5.3. Guide and instruct patient of watcher to the cashier for payment;</p> <p>5.4. If indigent facilitate to MSW or malasakit center for funding assistance</p> <p>5.5. Give</p>	<p>Fees depend on billing statement</p>	<p>10-15 minutes</p>	<p><i>Nursing Attendant</i> PEEDO-DDN Hospital</p>

	further instructions			
6. For discharge patients receive take home meds instructions from the Ward Nurse and present clearance slip to the guard on duty	<p>6.1. Provide take home meds instruction</p> <p>6.2. Inform when to make follow up medications if necessary</p> <p>6.3. Sign discharge clearance slip</p>	None	2 minutes	<i>Nurse</i> PEEDO-DDN Hospital
<b>TOTAL:</b>		<b>Fees will depend on the billing statement issued for various services</b>	<b>1 hour and 7 minutes</b>	